

22. Adopt resolution authorizing the Director of the General Services Department to award public works contracts using the streamlined procedure, subject to the exceptions, and return to the Board for ratification ()



## **County of Santa Cruz Board of Supervisors**

### **Agenda Item Submittal**

**From:** General Services Department

**Subject:** Public Works Contract Award Streamlining Practice

**Meeting Date:** February 11, 2025

**Formal Title:** Adopt resolution authorizing the Director of the General Services Department to award public works contracts using the streamlined procedure, subject to the exceptions, and return to the Board for ratification

### **Recommended Action**

Adopt a resolution authorizing the Director of the General Services Department to award public works contracts subject to formal bidding requirements, excluding those subject to exceptions of the streamlined procedure, and return to the Board for ratification at the next available meeting.

### **Executive Summary**

On July 1, 2024, the Capital Projects Division transferred from the Department of Community Development and Infrastructure (CDI), formerly the Department of Public Works (DPW), to the General Services Department (GSD). GSD is requesting that the Board of Supervisors authorize the Director to award and execute public works contracts subject to formal bidding requirements, with an engineer's estimate not exceeding \$10,000,000, the apparent low bid not exceeding 10% of the estimate, and no unresolved bid protests, with subsequent ratification by the Board at the next available Board meeting following the Director's award and execution of the public works contract.

### **Discussion**

On April 14, 2020, the Board of Supervisors authorized the Department of Public Works (DPW) to streamline the Construction Contract Award Practice to reduce project delivery time [Link: [DOC ID 8795, DOC-2020-337: Construction Contract Award Streamlining Practice](#)]

Previously, the process required a Board memo for contract award, which significantly extended project timelines. The improved process reduced the time to execute a public works contract, from plan approval to the start of construction, by a minimum of 30 days.

The substantive modification to the practice was to authorize the Director of DPW to award the public works contract subject to formal bidding requirements and return to the Board for ratification. This approach meets legal requirements for contract award and is the County's current practice.

With the transition of Capital Projects from CDI (formerly DPW) to GSD, it is essential to grant the Director of GSD the same authority to ensure the continuation of the streamlined contract award procedure and maintain the reduced project delivery time.

The streamlined contract award procedure for public works projects shall not be used where:

1. The engineer's estimate is \$10,000,000 or more;
2. The apparent low bid exceeds 10% of the engineer's estimate; or
3. There are unresolved bid protests

The streamlined contract award procedure is as follows:

- Board memo (approve plans and specs, advertise for bids and authorize Director to award and return to ratify)
- Bid opening
- Director awards contract 3 working days after bid opening (allowing for the 3 days right to protest)
- Contract execution (internal signatures, contractor signatures, contract completion)
- Project Notice to Proceed
- Board memo (ratify award of contract)

To support this process, the internal processing requirements will consist of the following:

- All bids checked
- Apparent low bidder is identified
- Completion of all forms required have been verified
- Apparent low bid is not 10% over engineer's estimate
- Contract awards of less than \$10,000,000
- No unresolved protests
- Bidder's proposal items list checked for accuracy and initialed by the engineer
- Contractor's Qualification Questionnaire reviewed and meets the qualifications
- Surety check completed and initialed
- Confirm award of contract does not conflict with funding source for the contract

The project manager signs a memo confirming that all requirements have been met. Once completed, the Director of GSD then signs, awarding the contract as instructed by the Board, and the contract execution process begins.

GSD presents the item requesting the Board ratify the Director's award and execution of the public works contracts at the next available Board meeting following such award and execution.

### **Financial Impact**

Actions outlined in this memo will have no financial impact.

### **Strategic Initiatives**

Operational Plan - Reliable Transportation, Operational Excellence

### **Submitted By:**

Michael Beaton

### **Recommended By:**

Carlos J. Palacios, County Administrative Officer

**Artificial Intelligence Acknowledgment:**

Artificial Intelligence (AI) did not significantly contribute to the development of this agenda item.



BEFORE THE BOARD OF SUPERVISORS  
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. 12-2025

On the motion of Supervisor: Cummings  
Duly seconded by Supervisor: Koenig

The following resolution is adopted:

RESOLUTION AUTHORIZING THE DIRECTOR OF THE DEPARTMENT OF  
GENERAL SERVICES (GSD) TO AWARD PUBLIC WORKS CONTRACTS AND  
RETURN TO THE BOARD FOR RATIFICATION

WHEREAS, prior to April 2020, the County's standard procedure for the solicitation and contracting of public works projects included the following steps: (1) Board item to seek approval of plans and specifications and authority to advertise for bids, (2) Bidding period, (3) Bid opening, (4) Board item to award contract and authorize the contract to be executed, (5) Project start (the "Standard Procedure"); and

WHEREAS, on April 14, 2020, the Board of Supervisors created a streamlined procedure for the solicitation and contracting of public works projects administered by the Director of Public Works (the "Streamlined Procedure"); and

WHEREAS, the Streamlined Procedure includes the following procedural steps: (1) Board item to seek approval of plans and specifications and authority to advertise for bids; (2) Bidding period, (3) Bid opening, (4) Director awards and executes the public works contract 3 working days after bid opening (allowing for the 3 days right to protest); (5) Project start; (6) Director schedules a Board item to request that the Board ratify the Director's award and execution of the public works contract; and

WHEREAS, the Board ordered that the Streamlined Procedure not be used where: (1) the engineer's estimate is \$10,000,000 or more; (2) the apparent low bid exceeds 10% of the engineer's estimate; or (3) there are unresolved bid protests (the "Exceptions to the Streamlined Procedure"); and

WHEREAS, the Department of Public Works was merged into the Department of Community Development and Infrastructure in April 2022; and

WHEREAS, the Division of Capital Projects transitioned from the Department of Community Development and Infrastructure to the Department of General Services Department on July 1, 2024; and

WHEREAS, the Streamlined Procedure reduces the project delivery time by a minimum of thirty (30) days; and

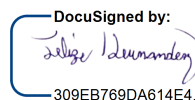
WHEREAS, the Department of General Services also administers public works projects, including through its Division of Capital Projects, and would benefit from the use of the Streamlined Procedure; and

WHEREAS, it is appropriate to grant the Director of the Department of General Services the same authority previously granted to the Director of Public Works to achieve reduced project delivery times.

NOW, THEREFORE, the Board of Supervisors of the County of Santa Cruz resolves and orders that the Director of the Department of General Services is authorized to administer public works contracts subject to formal bidding requirements (Design-Bid-Build) using the Streamlined Procedure described above subject to the Exceptions to the Streamlined Procedure, and orders that the item requesting that the Board ratify the Director's award and execution of the public works contract be presented at the next available Board meeting following such award and execution.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 11th day of February, 2025, by the following vote:

AYES: Supervisors Koenig, De Serpa, Cummings, Martinez and Hernandez  
 NOES: None  
 ABSENT: None  
 ABSTAIN: None

DocuSigned by:  
  
 309EB769DA614E4...

Felipe Hernandez 2/13/2025  
 Chair of the Board of Supervisors

DocuSigned by:  
  
 466B074F3141450...

ATTEST: Juliette Rezzato 2/13/2025  
 Clerk of the Board

Approved as to Form:

Signed by:  
  
 1/28/2025  
 Arthur Wille, Assistant County Counsel  
 Office of the County Counsel



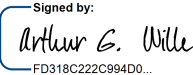
Certificate Of Completion

Envelope Id: D2182FEB-7D9A-4E04-98C8-CDD156D06272		Status: Completed
Subject: Complete with Docusign: Contract Ratification Resolution		
Source Envelope:		
Document Pages: 2	Signatures: 1	Envelope Originator:
Certificate Pages: 4	Initials: 0	Paola Echeverria
AutoNav: Enabled		701 Ocean Street
Envelopeld Stamping: Enabled		Santa Cruz, CA 95060
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		Paola.Echeverria@santacruzcountyca.gov
		IP Address: 63.194.190.100

Record Tracking

Status: Original	Holder: Paola Echeverria	Location: DocuSign
1/27/2025 4:34:41 PM	Paola.Echeverria@santacruzcountyca.gov	
Security Appliance Status: Connected	Pool: FedRamp	
Storage Appliance Status: Connected	Pool: County of Santa Cruz	Location: DocuSign

Signer EventsSignatureTimestamp

Arthur G. Wille	<div>Signed by:  FD318C222C994D0...</div>	Sent: 1/27/2025 5:00:55 PM
arthur.wille@santacruzcountyca.gov		Viewed: 1/28/2025 8:33:37 AM
County of Santa Cruz		Signed: 1/28/2025 8:35:28 AM
Assistant County Counsel		
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style	
	Using IP Address: 174.194.201.1	

Electronic Record and Signature Disclosure:  
Accepted: 1/28/2025 8:33:37 AM  
ID: 561ce441-9d03-434c-a5af-b2fb735e783b

In Person Signer EventsSignatureTimestamp

Editor Delivery EventsStatusTimestamp

Agent Delivery EventsStatusTimestamp

Intermediary Delivery EventsStatusTimestamp

Certified Delivery EventsStatusTimestamp

Carbon Copy EventsStatusTimestamp

Witness EventsSignatureTimestamp

Notary EventsSignatureTimestamp

Envelope Summary EventsStatusTimestamps

Envelope Sent	Hashed/Encrypted	1/27/2025 5:00:55 PM
Certified Delivered	Security Checked	1/28/2025 8:33:37 AM
Signing Complete	Security Checked	1/28/2025 8:35:28 AM
Completed	Security Checked	1/28/2025 8:35:28 AM

Payment EventsStatusTimestamps

Electronic Record and Signature Disclosure

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**



Resolution 12-2025

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact County of Santa Cruz:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us)

### **To advise County of Santa Cruz of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from County of Santa Cruz**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with County of Santa Cruz**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.

### Certificate Of Completion

Envelope Id: 1383203A-5A32-4509-A5BD-96316FCEE983

Status: Completed

Subject: Complete with Docusign: Resolution 12-2025 Authorizing GSD Director to Award Public Works Contr...

Source Envelope:

Document Pages: 6

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

CBD eSignature

AutoNav: Enabled

Stamps: 1

701 Ocean Street

Envelopeld Stamping: Enabled

Santa Cruz, CA 95060

Time Zone: (UTC-08:00) Pacific Time (US & Canada)

cbd.esignature@santacruzcountyca.gov

IP Address: 63.194.190.100

### Record Tracking

Status: Original

Holder: CBD eSignature

Location: DocuSign

2/13/2025 11:22:58 AM

cbd.esignature@santacruzcountyca.gov

Security Appliance Status: Connected

Pool: FedRamp

Storage Appliance Status: Connected

Pool: County of Santa Cruz

Location: Docusign

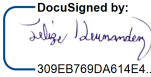
### Signer Events

Felipe Hernandez

Felipe.Hernandez@santacruzcountyca.gov

Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
309EB769DA614E4...

Signature Adoption: Uploaded Signature Image

Using IP Address: 63.249.104.22

### Timestamp

Sent: 2/13/2025 11:24:06 AM

Viewed: 2/13/2025 1:19:17 PM

Signed: 2/13/2025 1:21:08 PM

### Electronic Record and Signature Disclosure:

Accepted: 7/17/2023 11:30:46 AM

ID: 2a2f0d4d-8f3b-4197-9c0c-4b7e9be9c82a

Juliette Rezzato

Juliette.Rezzato@santacruzcountyca.gov

Chief Deputy Clerk of the Board of Supervisors  
County of Santa Cruz

Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
466B074F3141450...

Signature Adoption: Pre-selected Style

Using IP Address: 63.194.190.100

Sent: 2/13/2025 1:21:09 PM

Viewed: 2/13/2025 1:56:11 PM

Signed: 2/13/2025 1:56:23 PM

### Electronic Record and Signature Disclosure:

Accepted: 5/11/2022 7:47:21 AM

ID: 050883f5-a40c-4427-bdbd-fa282a697a25

CBD eSignature

cbd.esignature@santacruzcountyca.gov

County of Santa Cruz

Security Level: Email, Account Authentication (None)



Using IP Address: 63.194.190.100

Sent: 2/13/2025 1:56:24 PM

Viewed: 2/18/2025 9:49:34 AM

Signed: 2/18/2025 9:49:45 AM

Freeform Signing

### Electronic Record and Signature Disclosure:

Accepted: 6/20/2024 3:08:48 PM

ID: 4b7794de-1393-406f-a9a3-56a92d4b90d7

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

Certified Delivery Events	Status	Timestamp
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Luna Harter Luna.Harter@santacruzcountyca.gov Departmental Administrative Analyst Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 4/25/2022 11:02:52 AM ID: bb2e20ba-58ac-4ff8-b5e8-54542d1240a4	<div>COPIED</div>	Sent: 2/18/2025 9:49:46 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	2/13/2025 11:24:06 AM
Certified Delivered	Security Checked	2/18/2025 9:49:34 AM
Signing Complete	Security Checked	2/18/2025 9:49:45 AM
Completed	Security Checked	2/18/2025 9:49:46 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, County of Santa Cruz (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact County of Santa Cruz:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us)

### **To advise County of Santa Cruz of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from County of Santa Cruz**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with County of Santa Cruz**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [nada.algharib@santacruzcounty.us](mailto:nada.algharib@santacruzcounty.us) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify County of Santa Cruz as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by County of Santa Cruz during the course of your relationship with County of Santa Cruz.